

**MINUTES OF A MEETING OF THE BOARD OF COMMISSIONERS OF THE
DANVILLE REDEVELOPMENT AND HOUSING AUTHORITY HELD ON
JANUARY 24, 2023**

The regular meeting of the Board of Commissioners of the Danville Redevelopment and Housing Authority was held on Tuesday, January 24, 2023 at 5 p.m. at the James Slade building, 135 Jones Crossing.

Those present were Amanda Oakes, Chairman; Vanessa Cain, Vice-Chairman; and Commissioners Faye Brown, Pat Daniel, Alonzo Jones, Jermaine Parker, and Larry Toomer.

Also present were Mark Loftis, Counsel; Larissa Deedrich, CEO/Executive Director; Katya Urraco, CFO/Deputy Director; Vera Vaden, Marketing Director; and Caleb Milam, Director of Procurement.

Chairman Oakes called the meeting to order and the roll was called. Ms. Vaden distributed a flyer concerning a scholarship fund fundraiser.

Commissioner Jones made a motion to approve Agenda Items A-F as shown below; the motion was seconded by Commissioner Brown and approved unanimously:

Approval of the meeting agenda (Agenda Item A)

Approval of the November 22, 2022 minutes of the regular and annual meetings (Agenda Item B)

Approval of a write-off of \$33,509.53 in uncollectable tenant accounts receivables (Agenda Item C, Resolution 2720)

Approval of a contract award for \$533,372.50 to Asphalt Aesthetics of Roanoke, Virginia for asphalt milling work at Cardinal Village, Cedar Terrace, Ingram Heights, and Pleasant View (Agenda Item D, Resolution 2721)

Approval of revisions to the Authority's *Public Housing Admissions and Continued Occupancy Policies* ("ACOP") (Agenda Item E, Resolution 2722)

Approval of the purchase of properties located at 709 Betts Street and 206 Broad Street for \$150,000 and \$145,000 respectively (Agenda Item F, Resolution 2723)

Ms. Urraco presented the financial report. The 2021 fiscal year has been closed out. Some adjustments were made to cash, unrestricted net position, and intercompany receivable and payable accounts. All information for the year has been sent to the auditors. Chad Porter, a CPA consultant and HUD trainer, was hired to review the financials and he agreed with every adjustment. More revenue is needed from the public housing sites. Extensive modernization work is planned for the apartments in 2023. The Housing Choice Voucher program is performing well and more vouchers are being issued.

Mrs. Deedrich said the Point in Time count and a soup and sandwich dinner for the homeless will be held Wednesday, January 25th. From 5 p.m. until 2 a.m., volunteers will count the homeless in Danville and Pittsylvania County and give out donated blankets, clothing, and personal care items. HUD uses the data obtained to determine funding for programs. Mrs.

Deedrich is conducting interviews for the position of Fraud Investigator. A new Housing Counselor and two new Maintenance employees have been hired. HUD approved Mrs. Deedrich's request to have Caswell County serve as an independent entity to perform Section 8 inspections and review rent costs for DRHA-owned Section 8 houses for compliance. She is working with the USDA Rural Development program to implement a 502/504 program in Pittsylvania County. The 502 program provides 1% interest loans to very low-income homebuyers. Under the 504 program, low-income homeowners can get up to \$10,000 in grants for home repairs, and up to \$40,000 in loans for repairs at a 1% interest rate. The Authority would receive a percentage of the loans. Mrs. Deedrich and the City of Danville received a summons from a lawyer representing a man who hurt his ankle when he fell on a Green Street property that the DRHA holds for the City. This has been turned over to the insurance company. Mrs. Deedrich spoke with a representative of Admiral Security Company about providing security services for the Authority. The Danville Police Department, which currently provides these services, cannot work the hours needed for site patrols.

The Commissioners discussed an issue with the Cardinal Village Tenant Association's bank account. In the future, Mrs. Deedrich and Ms. Urraco's names will be on all tenant association bank accounts.

Commissioner Daniel said it was the DRHA's responsibility to provide training for the residents on the proper procedures for holding meetings, providing reports, managing bank accounts, etc. She asked about the camera systems. Mrs. Deedrich said the cameras are working properly at all sites, but darkness and the position of the cameras affect how well they work.

Mrs. Deedrich discussed the Housing Choice Voucher and public housing reports. The HCV waiting list will be open from February 1st-17th. More vouchers will be issued next week. In the public housing program, utilization scores need to improve. Units will be taken offline for modernization work, and this will help the Authority's occupancy rate. The staff is working to collect delinquent accounts. Approximately \$20,000 in rent is collected each month through Cash App.

Chairman Oakes reported on a HUD Review/Finance Committee meeting held last week. The committee discussed the purchase of new software from Yardi Systems, Inc. that will reduce paperwork and allow more room for growth. The Board agreed to create an Executive Committee comprised of the Chairman and Vice-Chairman to make important decisions as needed prior to regular Board meetings. Commissioner Jones made a motion approving the creation of the Executive Committee; the motion was seconded by Commissioner Daniel and approved unanimously.

Old business was discussed. The DRHA partnered with Kinetic Potential to provide software for the ROSS and Family Self-Sufficiency programs. The DRHA and Kinetic Potential will now collaborate on a YouthBuild grant application. This grant is for \$700,000 and the Authority could be awarded a minimum of \$300,000. The focus of the grant will be on providing training for trades, construction, and cybersecurity; Kinetic Potential can provide all the training required. The grant would prepare high school students to study cybersecurity at Danville Community College. Mrs. Deedrich wants to enroll six DRHA employees in Project Leadership, a

personalized training program. The program will be ten hours weekly with an additional three-hour group session per week. The staff will receive a bonus for completing the program.

At the September 27, 2022 Board meeting, the Commissioners approved a request to allow Mrs. Deedrich to purchase properties for amounts up to and including \$100,000 without prior Board approval. The Board agreed to raise the purchase limit from \$100,000 to \$150,000 to allow for the purchase of multi-unit complexes as well as single-family homes; the motion was seconded by Commissioner Brown and approved unanimously. For properties costing more than \$150,000, the Executive Committee will decide whether to approve the purchases.

Mrs. Deedrich is working with City of Danville staff to form a Homeless Coalition. The City has hired consultants to create the coalition and develop solutions for homelessness in Danville, Martinsville, and Pittsylvania County. The West Piedmont Continuum of Care agency will be part of this effort, but it can only provide temporary services for homeless individuals. The DRHA would serve as a "middle ground" to provide housing for longer periods of time.

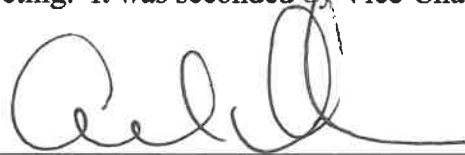
Mrs. Deedrich reported on grant applications. She applied for a planning grant for the Franklin Turnpike property, and will apply for a grant for the Betts Street property once the closing is held. She signed a one-year lease for office space at 51 Church Street in Martinsville to be used by HCV and Family Self-Sufficiency staff. This is being funded by a \$50,000 Virginia Housing grant.

The next Board meeting will be held Tuesday, February 28th, at 5 p.m. at the James Slade building. All the Commissioners indicated they could attend.

Regarding questions and comments from the Board, the Commissioners continued to discuss the issue with the Cardinal Village Tenant Association bank account.

Vice-Chairman Cain suggested that the Board hold a retreat or a special training session to discuss the Authority's options under the RAD program. The staff of other housing authorities may be invited to attend. Mrs. Deedrich found a RAD consultant who can look at the DRHA's portfolio and provide an in-depth analysis. The Commissioners went to Bibleway Church on December 4th to announce that the 52-unit senior apartment complex would be named in honor of Bishop Lawrence Campbell, Sr. Chairman Oakes thanked everyone who attended the service.

Commissioner Jones made a motion to adjourn the meeting. It was seconded by Vice-Chairman Cain and approved unanimously.



Chairman



Secretary